DDA 76-5788

10 700 1978

MEMORANDUM FOR: Director of Communications

Director of Data Processing

Director of Finance Director of Logistics

Director of Medical Services

Director of Personnel Director of Security Director of Training

FROM

: John F. Blake

Deputy Director for Administration

SUBJECT

Reducing Daily Operating Costs

REFERENCE

Memo dated 28 February 1975 to Deputy Directors and Heads of Independent Offices from DCI, Subject: Fighting Inflation and Reducing Daily Operating

Costs

- 1. It is the desire of the Director of Central Intelligence to continue with the program initiated in the referent. The first semi-annual reporting period for Fiscal Year 1977 ends 31 March 1977. The consolidated report is due in the Director's office in May. Your report should be received by Management and Assessment Staff, DDA by 15 April 1977.
- 2. Measures taken to effect a reduction in operating costs or to combat inflation should be described and the actual dollar savings quantified in the following categories:

Group I : Savings to date for the current fiscal

year.

Group II: Annual savings projected in future

fiscal years.

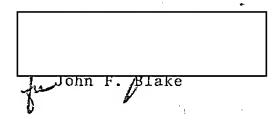
Group III: One-time savings for the current or

future fiscal years (This group should not include savings reported in Groups

I or II.)

SUBJECT: Reducing Daily Operating Costs

- 3. The attached page, extracted from a previous reporting, is suggested as a convenient format for presenting the requested information.
- 4. Savings reported should be those growing out of measures which were instituted during Fiscal Year 1977. Savings reported in the Fiscal Year 1976 report should be excluded, unless they are a recurrence of a Group III item or result from an activity which impacts on previously reported savings.



Attachment:

Extract from Previous Report As Stated

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1 - Each Addressee w/att.

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OFFICE OF DATA PROCESSING Fighting Inflation and Reducing Daily Operating Costs Report for FY 1976

Group III One Time Savi for FY 1976 C

Description of Activity	Group I Savings to Date In FY 1976	Group II Projected Annual Savings Beyond FY 1976
Consolidation of Production Division Software		
Consolidating computer utility programs and subroutines to one disk file will save 120 man hours this fiscal year and 240 man hours in future years.	2,000	4,000
Improved Report Program for OMS		
A computer report program was modified for more efficient processing and it is estimated that this will save \$5,000 per year.	· · · · · · · · · · · · · · · · · · ·	5,000
Implementation of Program Library Software		**************************************
A software package for maintaining a library of computer programs will reduce magnetic disk and tape stor- requirements and require less man-		
power.	1,000	5,000
		4

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